

Chapter 6

Board / Commission Members

Learning Objectives

- ⇒ Define terms, concepts, and procedures
- ⇒ Complete the hiring process for a board or commission member.
- ⇒ Create an infotype 9554 for a state employee board / commission member.

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Chapter Overview

The state legislature or the Governor may select and appoint individuals to special task groups or committees. Appointments may pay the individual a stipend for the time served on either a board or commission. On occasion, state employees may serve as a board or commission member. They are not allowed to receive a stipend.

In Transaction *PA40*, the *Hire Board or Commission Member* action is used for hiring a non-state employee as a board or commission member. The roles authorized to use this personnel action are Agency Personnel Management and State Personnel Management. Only agencies with a board or commission listed in Arkansas Code Annotated §25-16-903, §25-16-904, and §25-16-905 may access this action type. A *Board & Commission Member Tracking* (Infotype 9554) record is created to track their placement and any stipend information.


Verification of Previous Employment

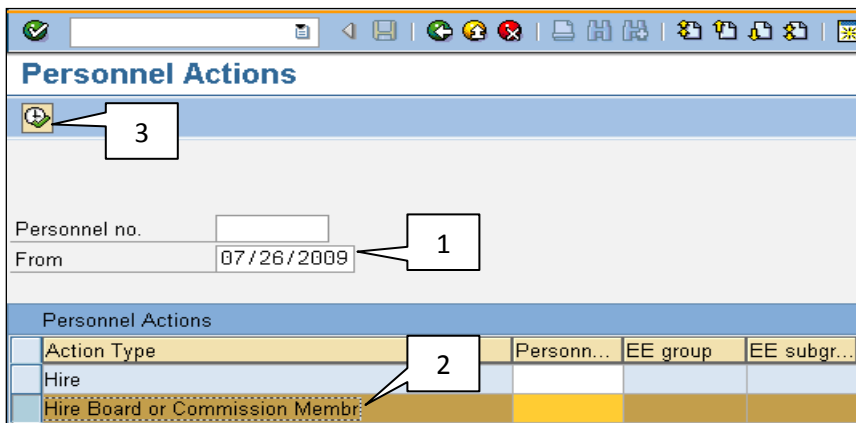
The hiring agency must verify current state employment by using the search functions. Refer to the Verification of Previous Employment section in *Chapter 2: The Rehire Process*. To request a search for current or previous employment among all participating AASIS agencies, contact OPM/State Payroll Systems. When rehiring a former board or commission member, or a former state employee who is now a board member, please contact OPM. The Rehire Board or Commission Member Action may only be processed by a State Personnel role (OPM.)

Hiring New Board / Commission Member (Non-state employee)

In PA40, the *New Board / Commission Member* action is used to process a new member's information. Do not enter a number in the "Personnel no." field. It is automatically system generated.

Action Steps:

1. Enter the start date.
2. Select *Hire Board or Commission Member* action.
3. <Execute>  to advance to the next screen.



Personnel Actions

Personnel no.



From

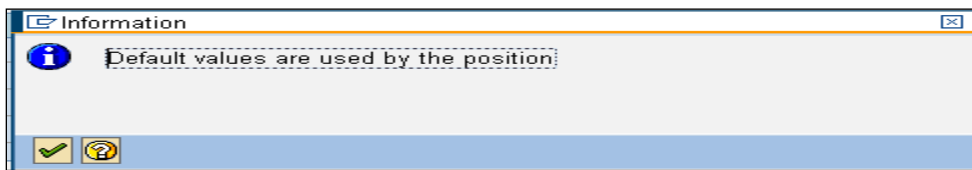
Action Type	Personn...	EE group	EE subgr...
Hire			
Hire Board or Commission Member			



Actions (Infotype 0000)

The system defaults Personnel area and Employee group field data. The subgroup field defaults to *UB Board or Comm member*. If you receive the message, *Position is currently occupied*, verify the position number, and contact OPM Classification and Compensation Section.

Action Steps:

1. Select *Reason for Action* code.
2. Enter the position number for Non-State Board or Commission member.
3. <Enter> . An information box displays. <Green check mark>  to continue.



4. <Enter>  to validate the information.
5. <Save>  to save information.

Create Actions

Change info group

Pers.No. 2676

Start 07/26/2009 to 12/31/9999

Personnel action

Action Type Hire Board or Commission Membr

Reason for Action 01 New Hire Board or Comm Member

Status

Customer-specific

Employment

Special payment

Organizational assignment

Position 22115319 NON STATE EMPLOYEE BOARD

Personnel area PT08 Central Office



Employee group 1 Regular State Empl.

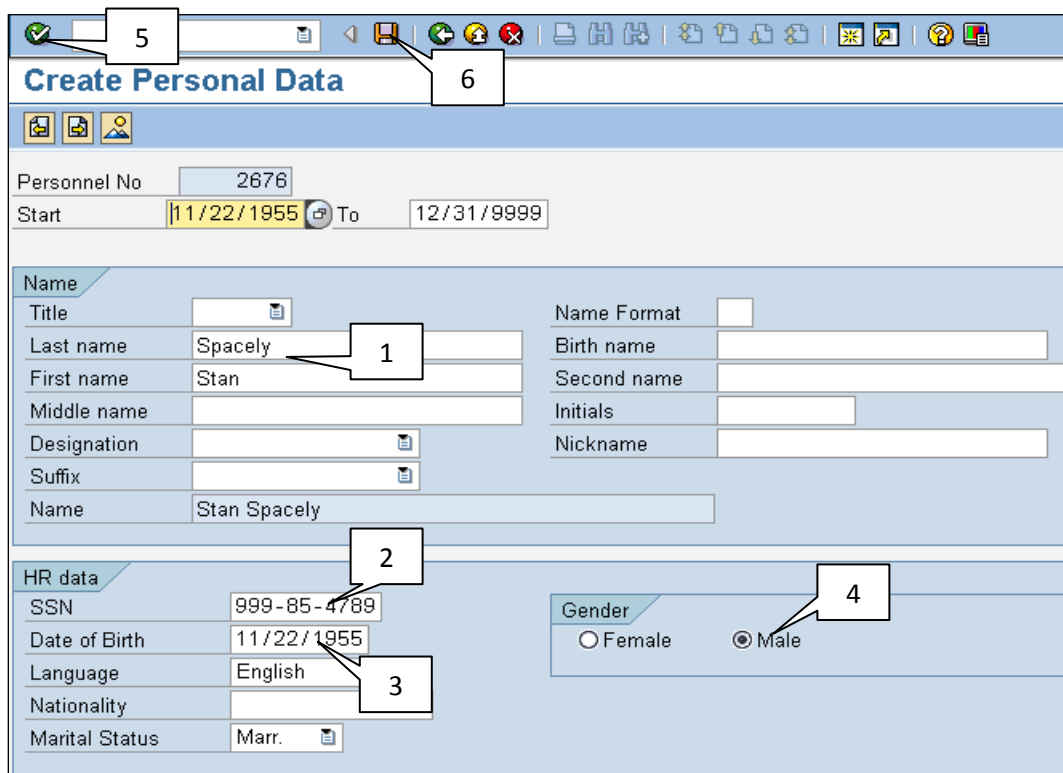
Employee subgroup UB Board or Comm Member

Personal Data (Infotype 0002)

This infotype is used to enter the employee's personal information (first and last name) and social security number. It is on this screen that the personnel number is system generated and assigned to the individual.

Action Steps:

1. Enter the first and last name of the board/commission member.
2. Enter the social security number (SSN) without using hyphens (example: 123456789).
3. Enter the date of birth.
4. Select gender. (System defaults to female.)
5. <Enter>  to validate the information.
6. <Save>  to save the information.



Create Personal Data

Personnel No 2676

Start 11/22/1955 To 12/31/9999

Name

Title

Last name Spacely

First name Stan

Middle name

Designation

Suffix

Name Stan Spacely

Name Format

Birth name

Second name

Initials

Nickname

HR data

SSN 999-85-4789

Date of Birth 11/22/1955

Language English

Nationality

Marital Status Marr.

Gender

☐ Female ☒ Male



Organizational Assignment (infotype 0001)

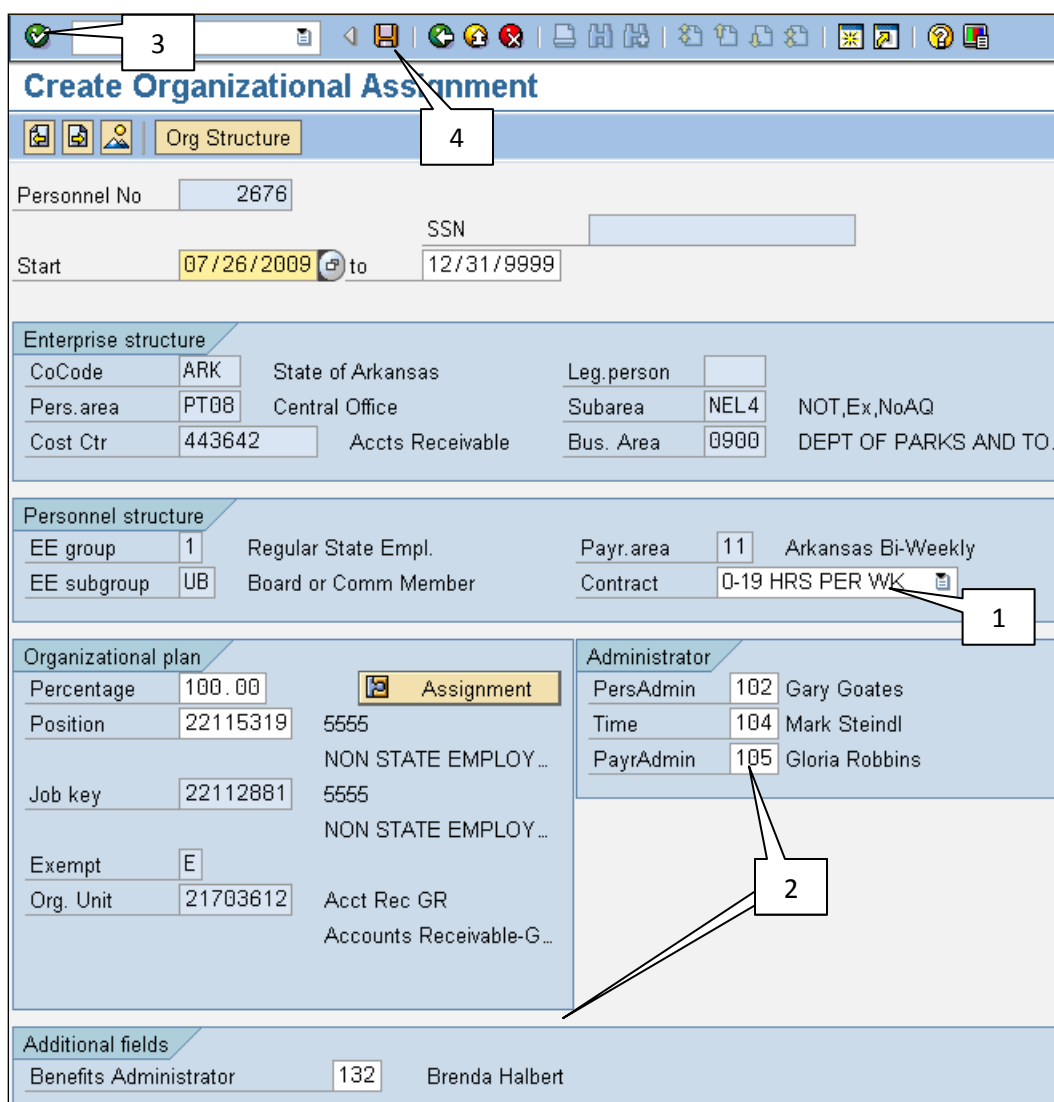
The personnel area (*Pers area*) is a 4-digit alphanumeric code which defaults from the position. The first 2-digits represent the agency and the next two digits represent the location. The personnel subarea (*Subarea*) for a board or commission member should always be NEL4. Personnel area, payroll area, cost center subarea, and business area all default from the position number. To change the personnel area, contact OPM Class and Comp.

Things to remember:

- Board or Commission members do not have work time entered and do not accrue leave.
- The *Work Contract* field is always *0-19 Hours per WK* because board or commission members are not eligible for any benefits.

Action Steps:

1. Select *0-19 hours per wk* for work contract option,
2. Select *PersAdmin*, *Time*, *PayrAdmin*, and *Benefits* Administrators. (Note: These are required fields for this infotype.)
3. <Enter>  to validate the information.
4. <Save>  to save the information.



The screenshot shows the 'Create Organizational Assignment' form in SAP. It includes fields for Personnel No (2676), Start date (07/26/2009), and End date (12/31/9999). The form is divided into sections: Enterprise structure, Personnel structure, Organizational plan, and Additional fields. Callout 1 points to the 'Contract' field set to '0-19 HRS PER WK'. Callout 2 points to the 'Assignment' button. Callout 3 points to the 'Check' icon in the top toolbar. Callout 4 points to the 'Save' icon in the top toolbar.

Enterprise structure			
CoCode	ARK	State of Arkansas	Leg.person
Pers.area	PT08	Central Office	Subarea
Cost Ctr	443642	Accts Receivable	Bus. Area
			0900
			NOT,Ex,NoAQ
			DEPT OF PARKS AND TO...

Personnel structure			
EE group	1	Regular State Empl.	Payr.area
EE subgroup	UB	Board or Comm Member	Contract
			0-19 HRS PER WK
			Arkansas Bi-Weekly



Organizational plan		Administrator	
Percentage	100.00	PersAdmin	102 Gary Goates
Position	22115319	Time	104 Mark Steindl
Job key	22112881	PayrAdmin	105 Gloria Robbins
Exempt	E		
Org. Unit	21703612		

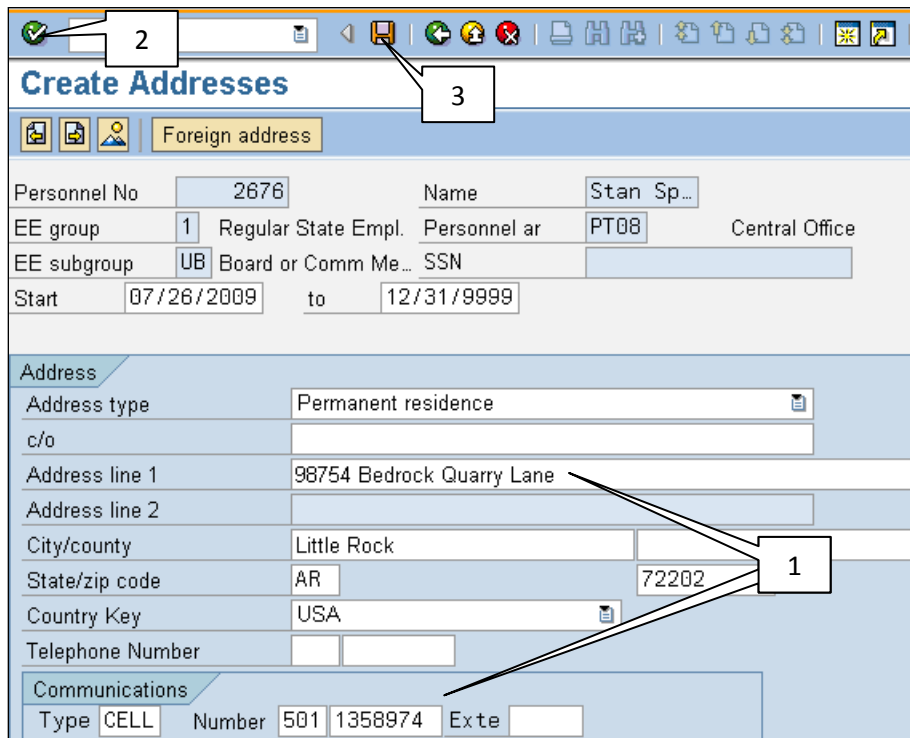
Additional fields	
Benefits Administrator	132 Brenda Halbert

Addresses (Infotype 0006)

This infotype stores permanent home address information.

Action Steps:

1. Enter the permanent address and phone number.
2. <Enter>  to validate the information.
3. <Save>  to save the information.



The screenshot shows the 'Create Addresses' SAP form. The form is titled 'Create Addresses' and has a 'Foreign address' tab selected. The form contains several fields for personnel information and address details. Annotations 1, 2, and 3 point to specific parts of the form:



- Annotation 1 points to the 'Address' section, specifically the 'Address type' field which is set to 'Permanent residence'.
- Annotation 2 points to the 'Address' section, specifically the 'Address line 1' field which contains '98754 Bedrock Quarry Lane'.
- Annotation 3 points to the 'Address' section, specifically the 'Address line 2' field which is empty.

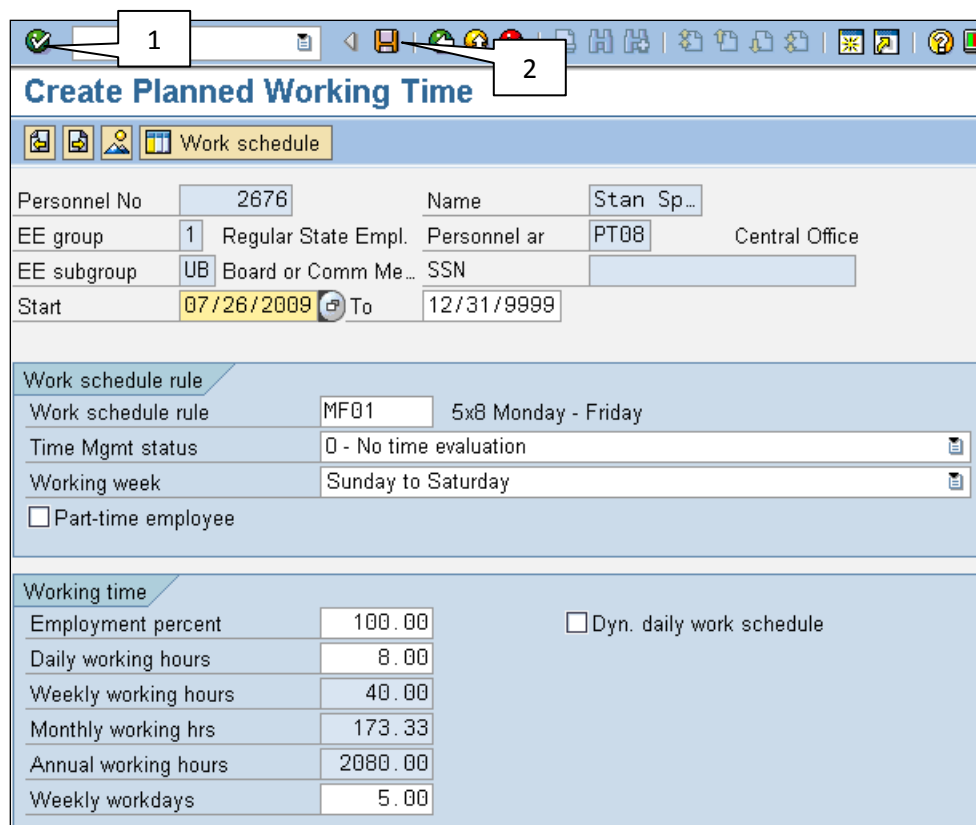
The form also includes fields for 'Personnel No' (2676), 'Name' (Stan Sp...), 'EE group' (1), 'Regular State Empl.' (PT08), 'Central Office', 'EE subgroup' (UB), 'Board or Comm Me...' (SSN), 'Start' (07/26/2009), 'to' (12/31/9999), 'City/county' (Little Rock), 'State/zip code' (AR 72202), 'Country Key' (USA), 'Telephone Number', and 'Communications' (Type: CELL, Number: 501 1358974, Exte:).

Planned Working Time (Infotype 0007)

For Time Mgmt status, the system defaults to 0 - No Time Evaluation.

Action Steps:

1. <Enter>  to validate the information.
2. <Save>  to save the information.



Create Planned Working Time

Work schedule

Personnel No 2676 Name Stan Sp...

EE group 1 Regular State Empl. Personnel ar PT08 Central Office

EE subgroup UB Board or Comm Me... SSN

Start 07/26/2009 To 12/31/9999

Work schedule rule

Work schedule rule MF01 5x8 Monday - Friday

Time Mgmt status 0 - No time evaluation

Working week Sunday to Saturday

☐ Part-time employee

Working time

Employment percent 100.00 ☐ Dyn. daily work schedule

Daily working hours 8.00

Weekly working hours 40.00

Monthly working hrs 173.33

Annual working hours 2080.00

Weekly workdays 5.00

Bank Details (Infotype 0009)



Act 1887 of 2005 requires payment of salary/wages to be made by electronic warrant transfer (ACH) as a condition of employment. As of August 12, 2005, all new hires, rehires, and appointments (including board or commission members) to a position in any agency in Arkansas State government must use direct deposit. Payment by warrant requires approval by the State's Chief Fiscal Officer.

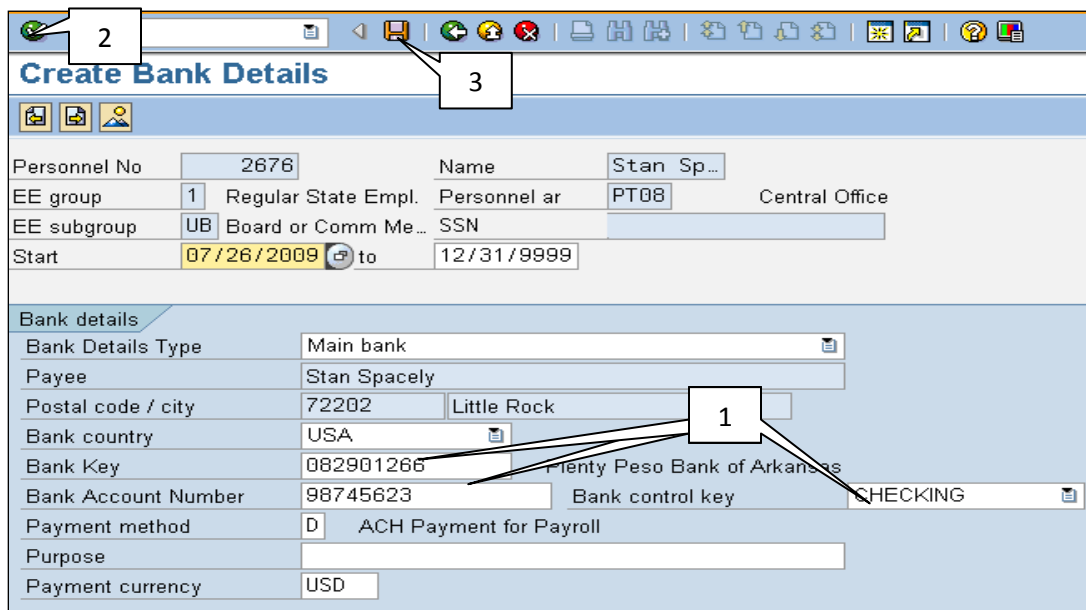
Verification of the accuracy of the bank details infotype is essential for ensuring the member's pay is deposited in the correct account. When an employee is being paid by direct deposit, the following fields must be completed:

- *Bank key* (search available for bank name)
- *Bank account* (cannot exceed 13 digits)
- *Bank control key* (type of account: Checking or Savings)

- *Payment method* defaults to D (direct deposit)

Action Steps:

1. Enter the *Bank key, Account number, Bank control key*.
2. <Enter>  to validate the information.
3. <Save>  to save the information.



Create Bank Details

Personnel No 2676 Name Stan Sp...

EE group 1 Regular State Empl. Personnel ar PT08 Central Office

EE subgroup UB Board or Comm Me... SSN

Start 07/26/2009 to 12/31/9999

Bank details

Bank Details Type Main bank

Payee Stan Spacely

Postal code / city 72202 Little Rock

Bank country USA

Bank Key 082901266

Bank Account Number 98745623

Payment method D ACH Payment for Payroll

Purpose



Payment currency USD

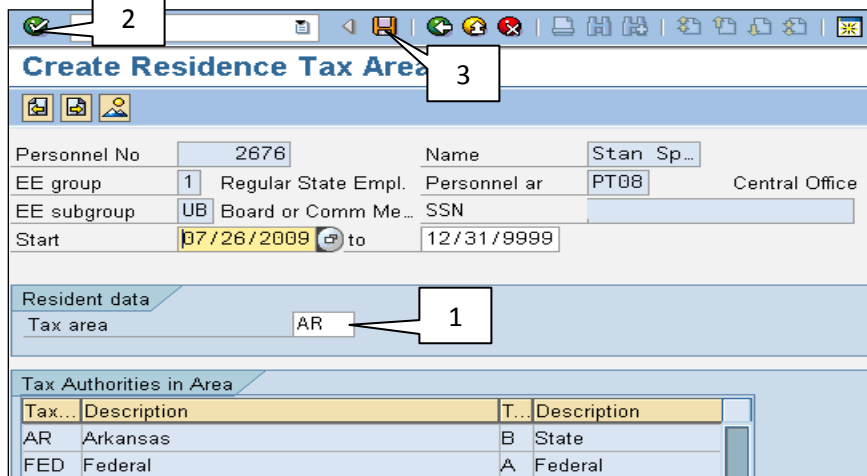
Bank control key CHECKING

Residence Tax Area (Infotype 0207)

This screen lists the member's state of residence for tax purposes.

Action Steps:

1. Select the appropriate tax area.
2. <Enter>  to validate the information.
3. <Save>  to save the information.



Create Residence Tax Area

Personnel No 2676 Name Stan Sp...

EE group 1 Regular State Empl. Personnel ar PT08 Central Office

EE subgroup UB Board or Comm Me... SSN

Start 07/26/2009 to 12/31/9999

Resident data

Tax area AR



Tax Authorities in Area

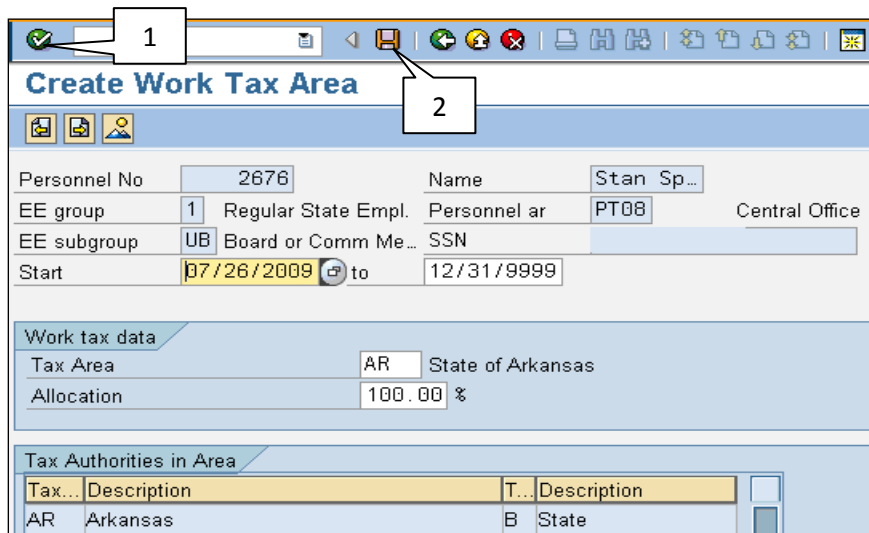
Tax...	Description	T...	Description
AR	Arkansas	B	State
FED	Federal	A	Federal

Work Tax Area (Infotype 0208)

This infotype defaults tax authorities based on the entry in the *Tax Area* field.

Action Steps:

1. <Enter>  to validate the information.
2. <Save>  to save the information.



Create Work Tax Area

Personnel No 2676 Name Stan Sp...

EE group 1 Regular State Empl. Personnel ar PT08 Central Office

EE subgroup UB Board or Comm Me... SSN

Start 07/26/2009 to 12/31/9999

Work tax data

Tax Area AR State of Arkansas

Allocation 100.00 %



Tax Authorities in Area

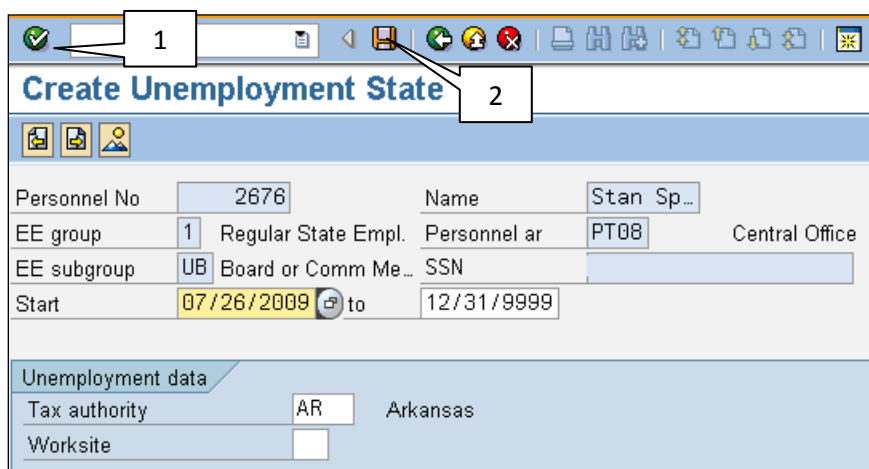
Tax...	Description	T...	Description
AR	Arkansas	B	State

Unemployment State (Infotype 0209)

For *Tax authority*, the screen defaults in and records the unemployment data. Worksite information is not required. However, this infotype must be saved.

Action Steps:

1. <Enter>  to validate the information.
2. <Save>  to save the information.



Create Unemployment State

Personnel No 2676 Name Stan Sp...

EE group 1 Regular State Empl. Personnel ar PT08 Central Office

EE subgroup UB Board or Comm Me... SSN

Start 07/26/2009 to 12/31/9999

Unemployment data


Tax authority AR Arkansas

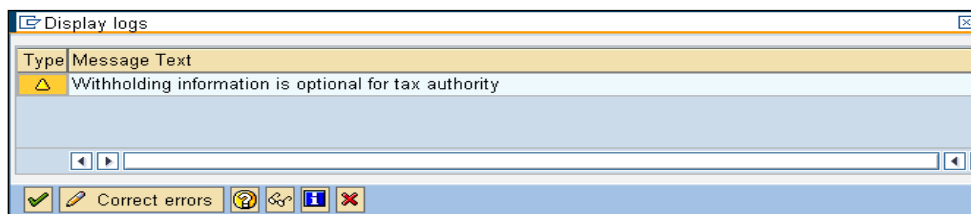
Worksite





Withholding Info W4/W5 US (Infotype 0210)

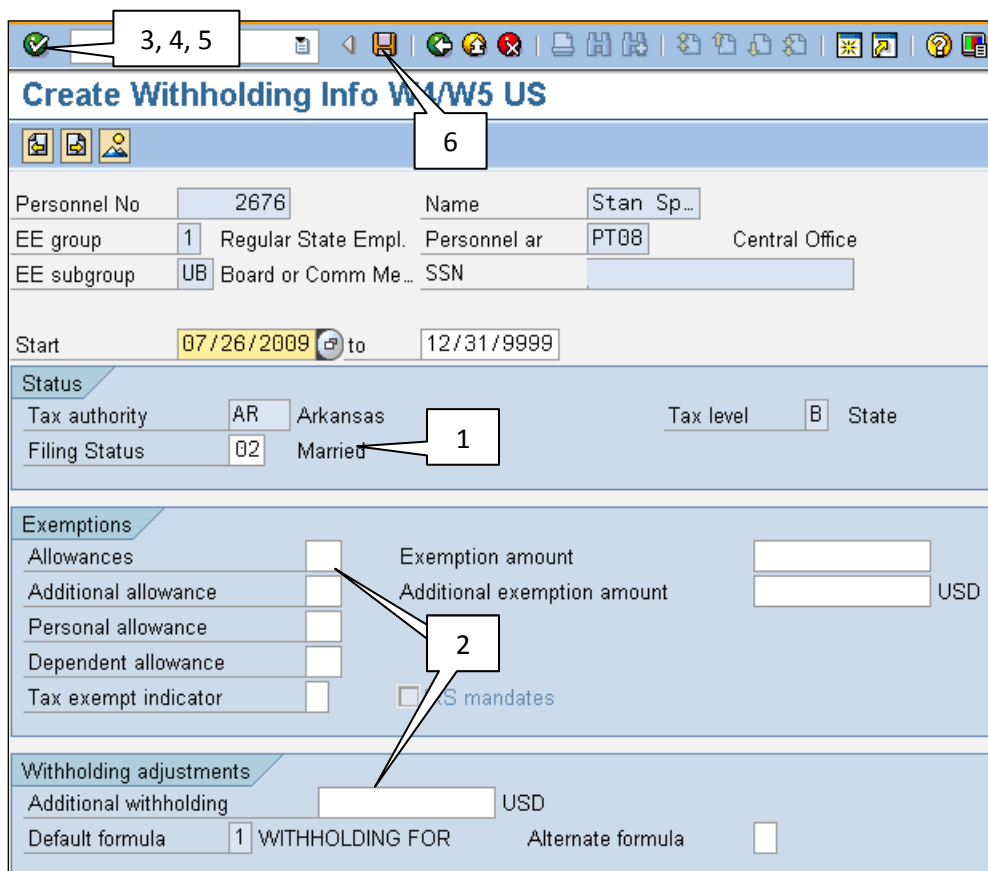
This infotype stores information from W4/W5 forms. It is used by payroll to calculate withholding tax. The screen displays once for State withholding information and again for Federal withholding information.

Action Steps:

1. Select filing status.
2. Enter the employee's allowances and/ additional amounts, if applicable.
3. <Enter> . This message displays.



4. <Enter> . This message displays  Withholding information is optional for tax authority.
5. <Enter>  to validate the information
6. <Save>  to save the information.





The screenshot shows the 'Create Withholding Info W4/W5 US' screen. It contains several sections with data entry fields:

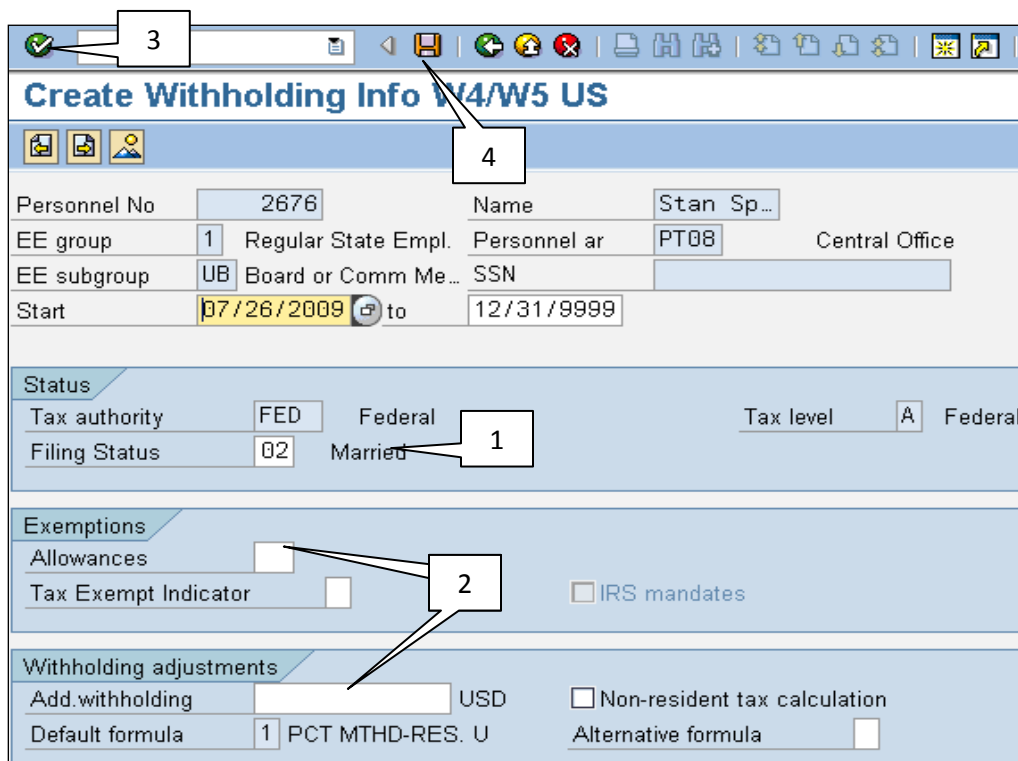
- Personnel Data:** Personnel No (2678), Name (Stan Sp...), EE group (1 Regular State Empl.), Personnel ar (PT08), EE subgroup (UB Board or Comm Me...), SSN (empty).
- Start Date:** 07/26/2009 to 12/31/9999.
- Status:** Tax authority (AR Arkansas), Tax level (B State), Filing Status (02 Married).
- Exemptions:** Allowances, Additional allowance, Personal allowance, Dependent allowance, Tax exempt indicator (checkbox), Exemption amount, Additional exemption amount, USD, and a checkbox for 'US mandates'.
- Withholding adjustments:** Additional withholding (empty), USD, Default formula (1 WITHHOLDING FOR), Alternate formula (checkbox).

Numbered callouts indicate the following actions:

- 1: Points to the 'Married' filing status.
- 2: Points to the 'Allowances' section.
- 3, 4, 5: Points to the top toolbar area.
- 6: Points to the 'Save' button (floppy disk icon) in the toolbar.

Action Steps for Federal:

1. Select filing status.
2. Enter the employee's allowances and/or additional amounts, if applicable.
3. <Enter>  to validate the information
4. <Save>  to save the information.



The screenshot shows a web-based form titled "Create Withholding Info W4/W5 US". The form is divided into several sections: "Personnel Information", "Status", "Exemptions", and "Withholding adjustments".

- Personnel Information:** Includes fields for Personnel No (2676), Name (Stan Sp...), EE group (1 Regular State Empl.), Personnel ar (PT08), Central Office, EE subgroup (UB Board or Comm Me...), SSN, and Start date (07/26/2009 to 12/31/9999).
- Status:** Includes Tax authority (FED Federal), Filing Status (02 Married), and Tax level (A Federal). Callout 1 points to the "Married" status.
- Exemptions:** Includes Allowances, Tax Exempt Indicator, and IRS mandates. Callout 2 points to the "Tax Exempt Indicator" field.
- Withholding adjustments:** Includes Add.withholding (USD), Default formula (1 PCT MTHD-RES. U), Non-resident tax calculation, and Alternative formula.



Callouts are numbered 1 through 4, corresponding to the action steps:

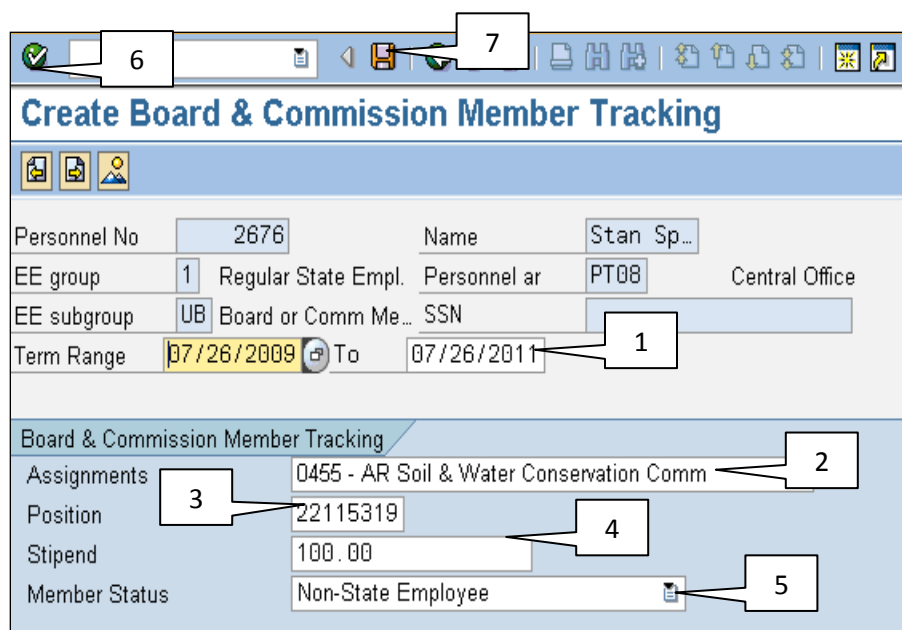
- Callout 1 points to the "Married" filing status.
- Callout 2 points to the "Tax Exempt Indicator" field.
- Callout 3 points to the "checkmark icon" in the top toolbar.
- Callout 4 points to the "save icon" in the top toolbar.

Board and Commission Member (Infotype 9554)

This infotype is used for both state and non-state employees who are also on a board or commission. Personnel Administrators from both the board's agency and the state employee's agency must cooperate to ensure this infotype remains current.

Action Steps:

1. Enter beginning and ending dates for the member's term in the Term Range fields.
2. Select *Assignments* (Board or Commission name) from the drop down box.
3. Enter the position number in the Position field.
4. Enter the amount to be paid to the member in the Stipend field.
5. Select *Member Status* -- Non-State Employee.
6. <Enter>  to validate the information.
7. <Save>  to save the information.



The screenshot shows the SAP 'Create Board & Commission Member Tracking' form. The form is divided into two main sections. The top section contains fields for Personnel No (2676), Name (Stan Sp...), EE group (1 Regular State Empl.), Personnel ar (PT08), Central Office, EE subgroup (UB Board or Comm Me...), SSN, and Term Range (07/26/2009 To 07/26/2011). The bottom section is titled 'Board & Commission Member Tracking' and contains fields for Assignments (0455 - AR Soil & Water Conservation Comm), Position (22115319), Stipend (100.00), and Member Status (Non-State Employee). Numbered callouts point to specific fields: 1 points to the end date of the Term Range; 2 points to the Assignments field; 3 points to the Position field; 4 points to the Stipend field; 5 points to the Member Status field; 6 points to the checkmark icon in the top toolbar; and 7 points to the save icon in the top toolbar.


Personnel No	2676	Name	Stan Sp...
EE group	1 Regular State Empl.	Personnel ar	PT08 Central Office
EE subgroup	UB Board or Comm Me...	SSN	
Term Range	07/26/2009 To 07/26/2011		

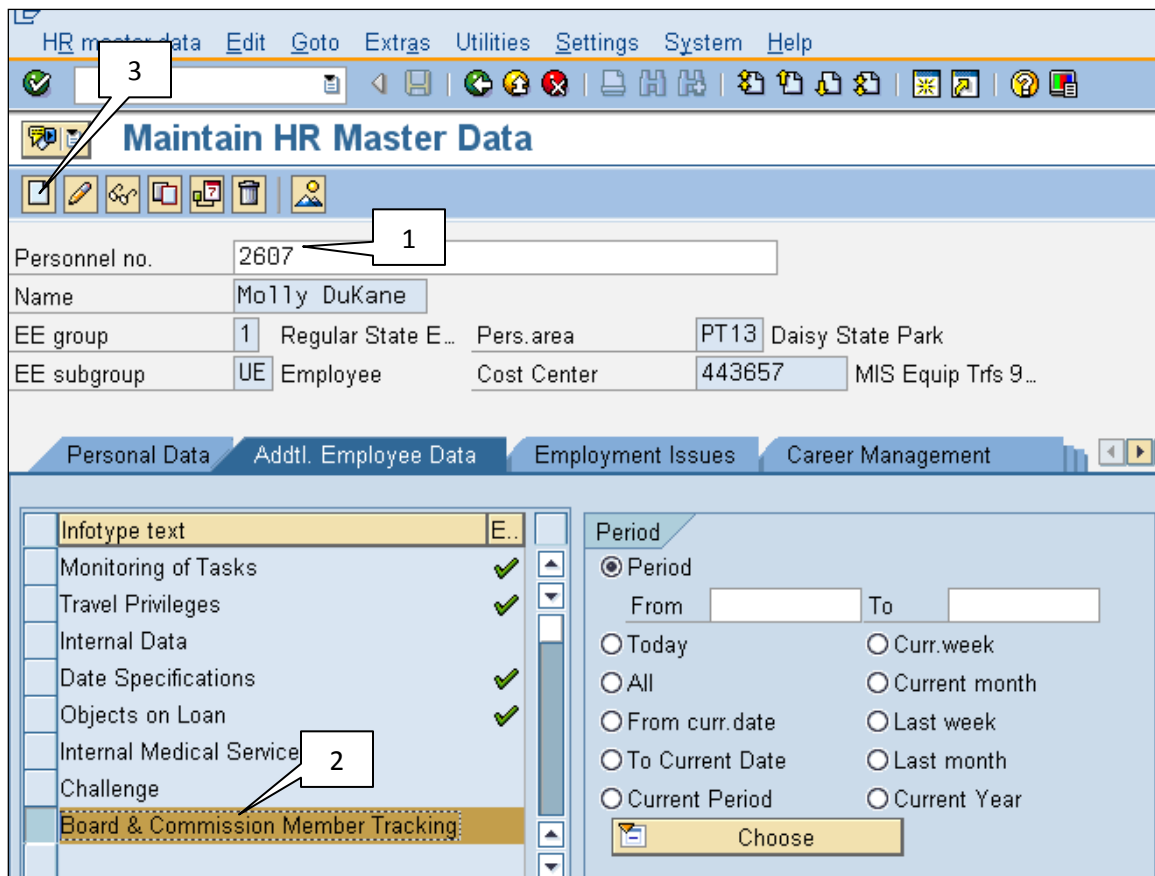
Board & Commission Member Tracking	
Assignments	0455 - AR Soil & Water Conservation Comm
Position	22115319
Stipend	100.00
Member Status	Non-State Employee

Board and Commission Member – Current State Employee

The *Board or Commission member tracking* (Infotype 9554) is the only infotype used to designate current state employees who serve on a board or commission. This infotype may be accessed through transaction *PA30*.

Action Steps:

1. Enter the *Personnel number*.
2. Under the *Addtl Employee Data* tab, select *Board & Commission Member Tracking* infotype.
3. <Create> .





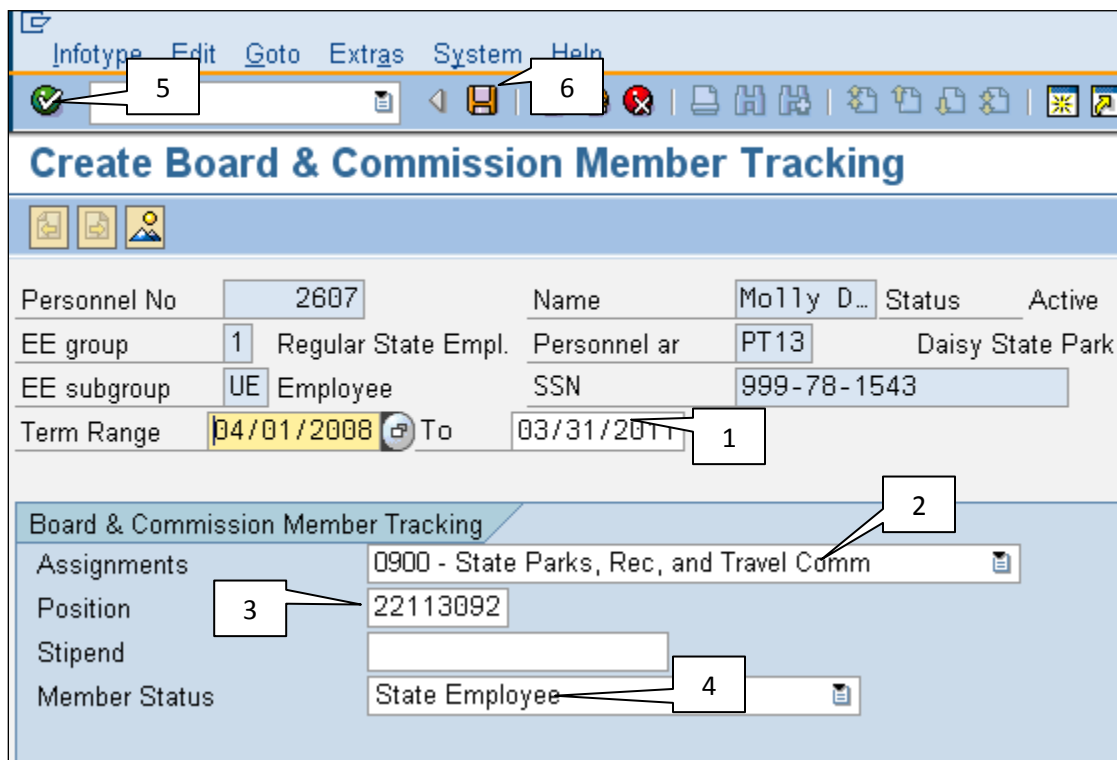
The screenshot displays the SAP 'Maintain HR Master Data' (PA30) transaction. The 'Addtl. Employee Data' tab is active. The 'Personnel no.' field is populated with '2607'. The 'Name' field shows 'Molly DuKane'. The 'EE group' is '1 Regular State E...' and the 'Pers. area' is 'PT13 Daisy State Park'. The 'EE subgroup' is 'UE Employee' and the 'Cost Center' is '443657 MIS Equip Trfs 9...'. The 'Infotype text' list on the left includes 'Monitoring of Tasks', 'Travel Privileges', 'Internal Data', 'Date Specifications', 'Objects on Loan', 'Internal Medical Service', 'Challenge', and 'Board & Commission Member Tracking'. The 'Board & Commission Member Tracking' infotype is selected. The 'Period' section on the right shows the 'Period' radio button selected, with 'From' and 'To' date fields. The 'Choose' button is visible at the bottom right.

Board & Commission Member Tracking (Infotype 9554)

The number to be entered in the Position field will be different from the employee number located on the Organizational Assignment screen. The stipend amount is blank because it is not legal for a state employee to be paid a stipend.

Action Steps:

1. Enter beginning and ending dates for the member's term in the Term Range fields.
2. Select *Assignments* (Board or Commission name) from the drop down box.
3. Enter the non-state employee Board or Commission Member position number in the Position field.
4. Select State Employee in the Member Status field.
5. <Enter>  to validate the information.
6. <Save>  to save information.



Create Board & Commission Member Tracking

Personnel No	2607	Name	Molly D...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT13	Daisy State Park	
EE subgroup	UE Employee	SSN	999-78-1543		
Term Range	04/01/2008 To 03/31/2011				

Board & Commission Member Tracking

Assignments	0900 - State Parks, Rec, and Travel Comm
Position	22113092
Stipend	
Member Status	State Employee


Maintaining Information on a Board or Commission Member

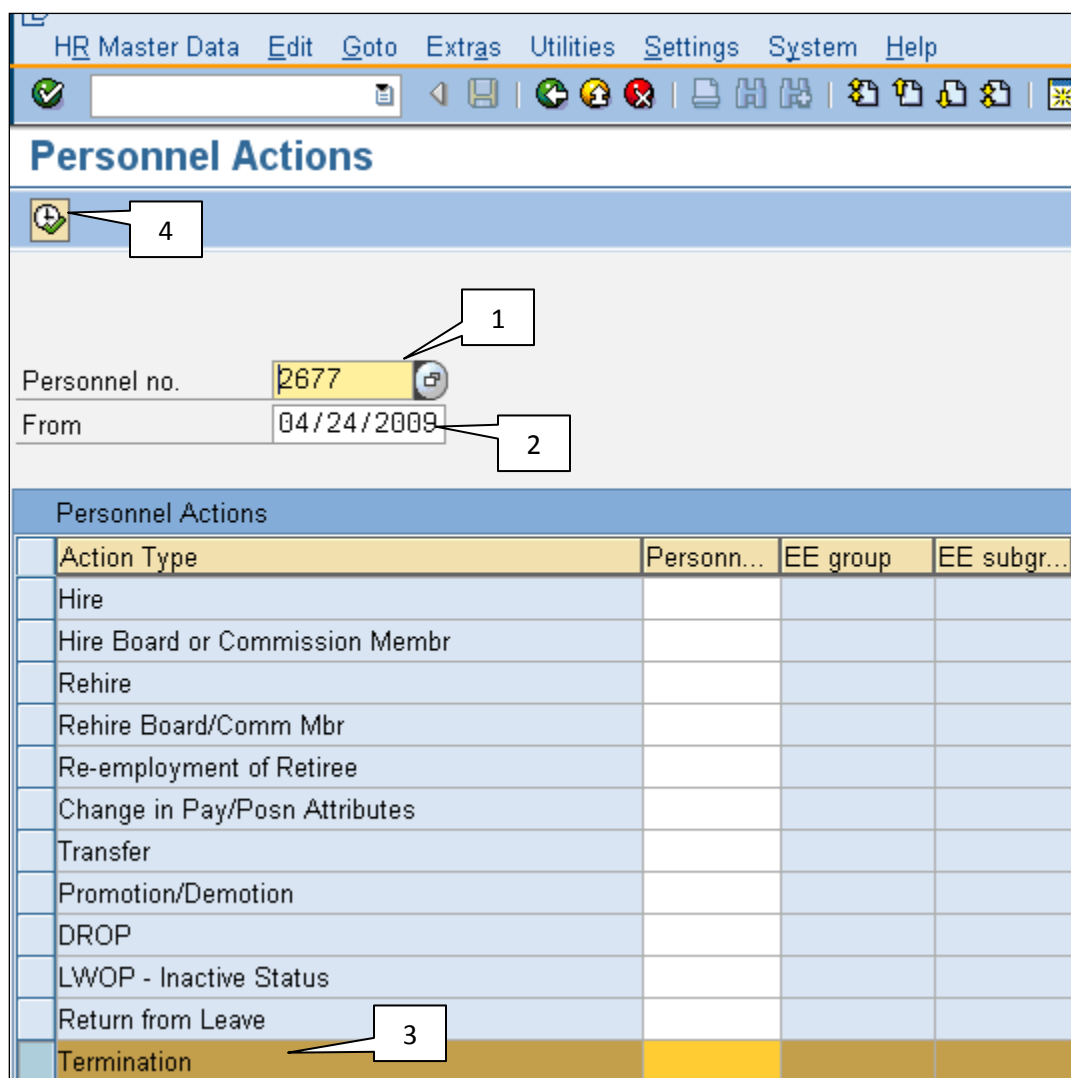
Use transaction PA30 to update or change information on an existing member. The Board or Commission Member Tracking infotype is available under *the Addtl Employee Data* tab.

Terminating a Board or Commission Member

There may be times when a board or commission member must resign from their position. At such time, it is critical that a termination action be processed for the board member. This action changes the member's status from active to inactive. Use PA40 – Personnel Actions to terminate the member.

Action Steps:

1. Enter the *Personnel number*.
2. Enter the last day as a member of the Board/Commission.
3. Select *Termination*.
4. <Execute>  to advance to the next screen.







The screenshot shows the 'Personnel Actions' window. At the top is a menu bar with 'HR Master Data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title 'Personnel Actions' is displayed. Below the title, there is a search area with a clock icon and a callout '4'. The search area contains two input fields: 'Personnel no.' with the value '2677' and a callout '1', and 'From' with the date '04/24/2009' and a callout '2'. Below the search area is a table titled 'Personnel Actions' with columns: 'Action Type', 'Personn...', 'EE group', and 'EE subgr...'. The table lists various actions, with 'Termination' highlighted in yellow and a callout '3' pointing to it.

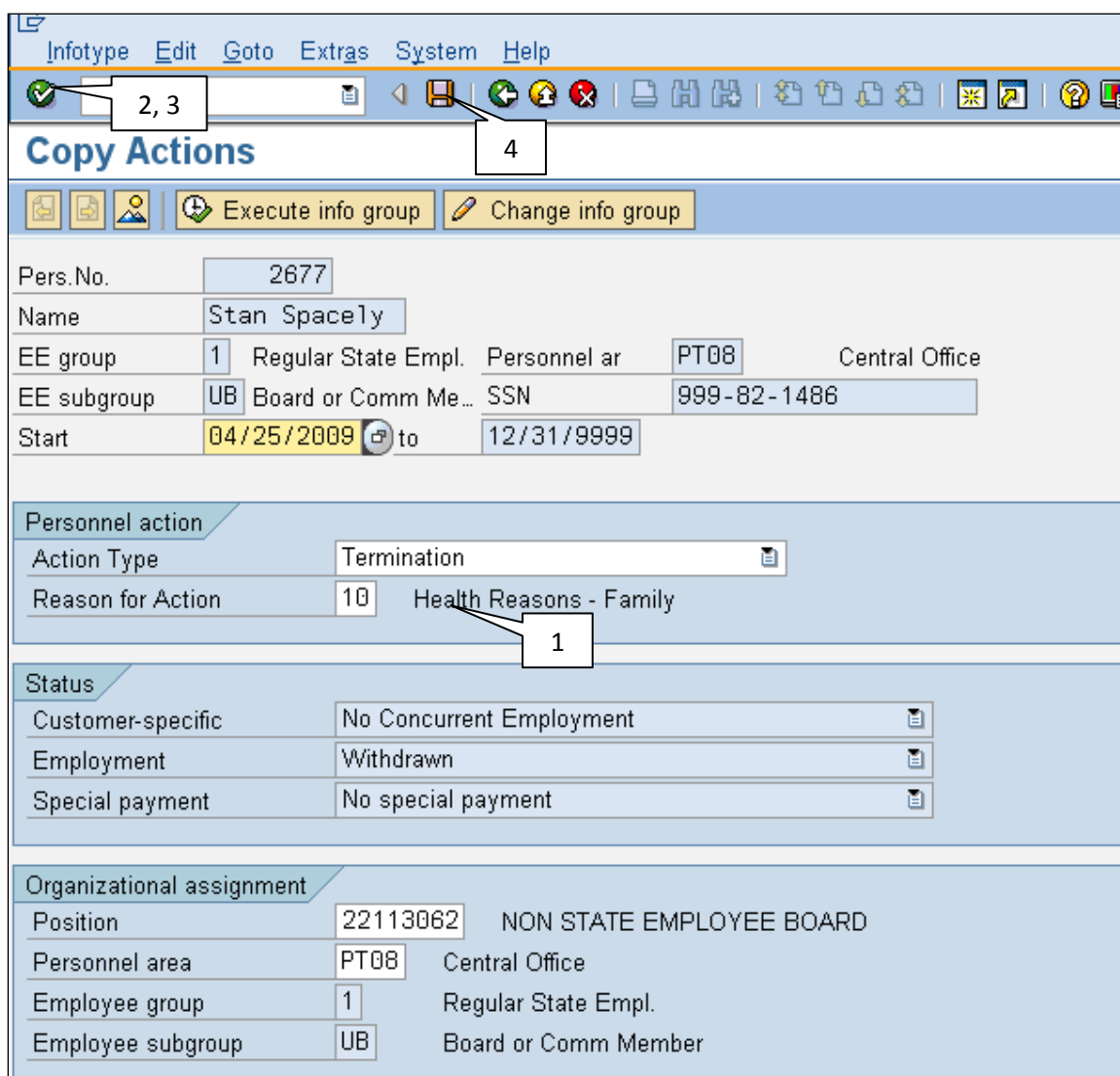
Action Type	Personn...	EE group	EE subgr...
Hire			
Hire Board or Commission Membr			
Rehire			
Rehire Board/Comm Mbr			
Re-employment of Retiree			
Change in Pay/Posn Attributes			
Transfer			
Promotion/Demotion			
DROP			
LWOP - Inactive Status			
Return from Leave			
Termination			

Actions (Infotype 0000)

For this example, a board member is resigning due to health-related issues within his family.

Action Steps:

1. Select the *Reason for Action*.
2. <Enter>  - The system displays this message
 Record valid from 03/08/2009 to 12/31/9999 delimited at end indicating that the previous record's end date is changed.
3. <Enter>  to validate the information.
4. <Save>  to save the information.



Infotype Edit Goto Extras System Help

2, 3 4

Copy Actions

Execute info group Change info group

Pers.No. 2677

Name Stan Spacely

EE group 1 Regular State Empl. Personnel ar PT08 Central Office

EE subgroup UB Board or Comm Me... SSN 999-82-1486

Start 04/25/2009 to 12/31/9999

Personnel action

Action Type Termination

Reason for Action 10 Health Reasons - Family

Status

Customer-specific No Concurrent Employment

Employment Withdrawn

Special payment No special payment

Organizational assignment


Position 22113062 NON STATE EMPLOYEE BOARD

Personnel area PT08 Central Office



Employee group 1 Regular State Empl.

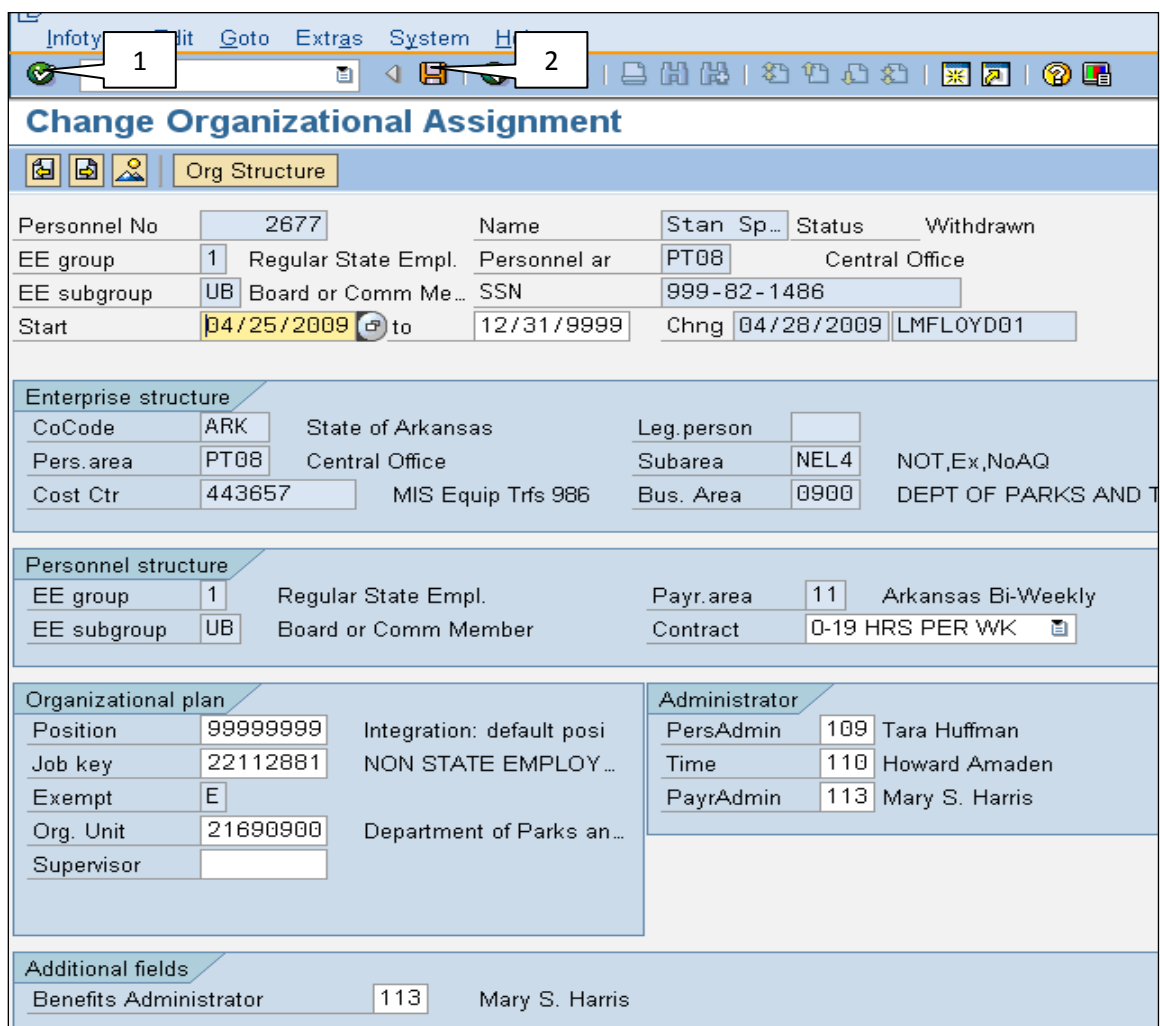
Employee subgroup UB Board or Comm Member

Organizational Assignment (Infotype 0001)

Verify the information and if change are not required: <Next record>  to continue to the next infotype.

Action Steps:

1. <Enter>  to validate the information.
2. <Save>  to save the information.



Change Organizational Assignment

Org Structure

Personnel No	2677	Name	Stan Sp...	Status	Withdrawn
EE group	1	Regular State Empl.	Personnel ar	PT08	Central Office
EE subgroup	UB	Board or Comm Me...	SSN	999-82-1486	
Start	04/25/2009	to	12/31/9999	Chng	04/28/2009 LMFL0YD01

Enterprise structure

CoCode	ARK	State of Arkansas	Leg. person		
Pers. area	PT08	Central Office	Subarea	NEL4	NOT,Ex,NoAQ
Cost Ctr	443657	MIS Equip Trfs 986	Bus. Area	0900	DEPT OF PARKS AND T

Personnel structure

EE group	1	Regular State Empl.	Payr. area	11	Arkansas Bi-Weekly
EE subgroup	UB	Board or Comm Member	Contract	0-19 HRS PER WK	

Organizational plan

Position	99999999	Integration: default posi
Job key	22112881	NON STATE EMPLOY...
Exempt	E	
Org. Unit	21690900	Department of Parks an...
Supervisor		

Administrator



PersAdmin	109	Tara Huffman
Time	110	Howard Amaden
PayrAdmin	113	Mary S. Harris

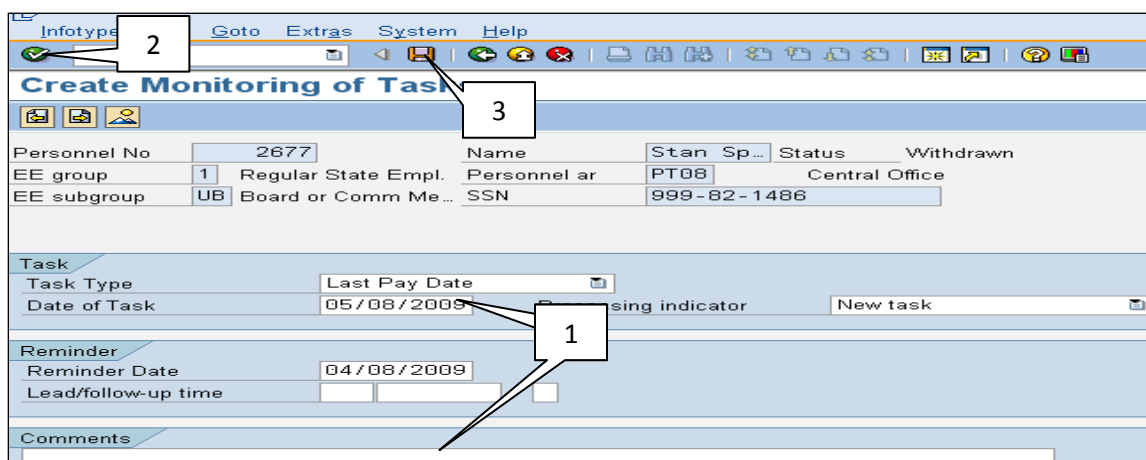
Additional fields

Benefits Administrator	113	Mary S. Harris
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Monitoring of Tasks (Infotype 0019)

Action Steps:


1. Enter the last pay date and any additional comments.
2. <Enter>  to validate the information.
3. <Save>  to save the information and return to the *Actions* screen.

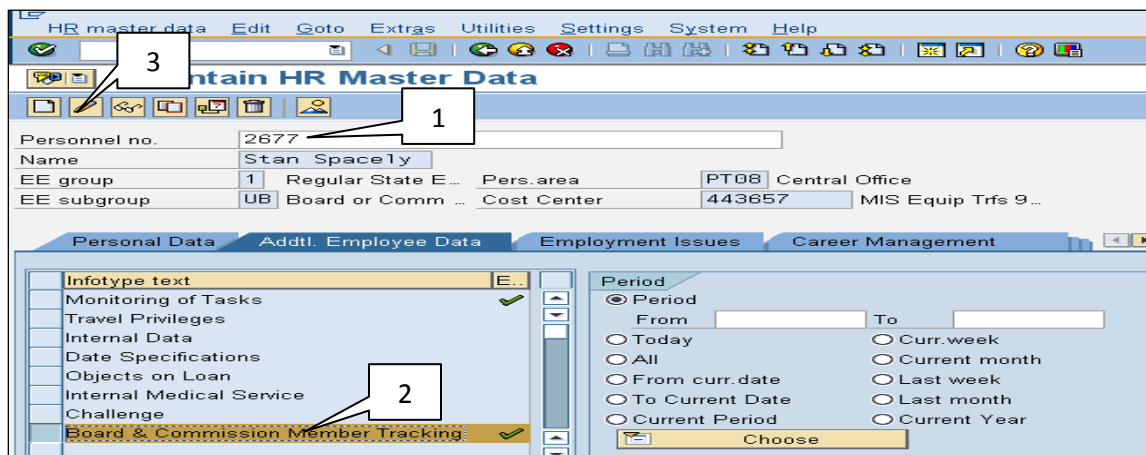


The screenshot shows the 'Create Monitoring of Task' screen. At the top, there is a menu bar with 'Infotype', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. Callout 2 points to the 'Enter' key icon. The main area contains several input fields. Callout 1 points to the 'Last Pay Date' field, which has the value '05/08/2009'. Callout 3 points to the 'Save' key icon in the toolbar. The screen also displays personnel information: Personnel No. 2677, Name Stan Sp..., Status Withdrawn, EE group 1 Regular State Empl., Personnel ar PT08, Central Office, EE subgroup UB, Board or Comm Me..., SSN 999-82-1486. Below this, there are sections for 'Task' (Task Type, Date of Task, Ending indicator, New task), 'Reminder' (Reminder Date, Lead/follow-up time), and 'Comments'.

The termination action terminates a Board/Commission member only as an active person in AASIS. This action does not change the ending date (6/1/2008) under Board or Commission member tracking infotype (9554). To change the ending date, proceed to the *Addtl Employee Data* tab after entering transaction PA30.

Action Steps:

1. Enter the *Personnel number*.
2. Under the *Addtl Employee Data* tab, highlight the *Board or Commission Member Tracking* infotype (9954).
3. <Change> 





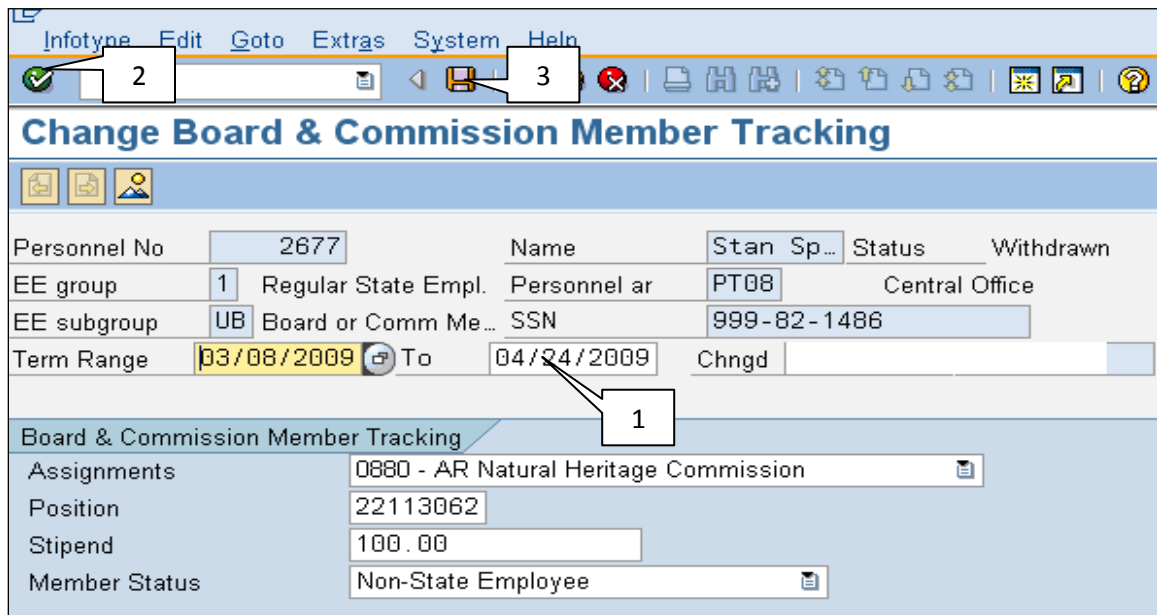
The screenshot shows the 'Maintain HR Master Data' screen. At the top, there is a menu bar with 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. Callout 3 points to the 'Change' key icon. The main area displays personnel information: Personnel no. 2677, Name Stan Spacely, EE group 1 Regular State E..., Pers. area PT08, Central Office, EE subgroup UB, Board or Comm ..., Cost Center 443657, MIS Equip Trfs 9... Below this, there are tabs for 'Personal Data', 'Addtl. Employee Data', 'Employment Issues', and 'Career Management'. Callout 1 points to the 'Personnel no.' field. Callout 2 points to the 'Board & Commission Member Tracking' infotype in the list. The right side of the screen shows a 'Period' section with various date range options and a 'Choose' button.

Board & Commission Member Tracking (Infotype 9554)

In this infotype, you need to change the *To* date to reflect the last day serving as a board/commission member.

Action Steps:

1. Change the *To* date to the last date serving as a member.
2. <Enter>  to validate the information.
3. <Save>  to save the information and return to the *Maintain HR Master Data* screen.



Infotype Edit Goto Extras System Help

Change Board & Commission Member Tracking

Personnel No 2677 Name Stan Sp... Status PT08 Withdrawn

EE group 1 Regular State Empl. Personnel ar PT08 Central Office

EE subgroup UB Board or Comm Me... SSN 999-82-1486

Term Range 03/08/2009 To 04/24/2009 Chngd


Board & Commission Member Tracking

Assignments 0880 - AR Natural Heritage Commission

Position 22113062

Stipend 100.00

Member Status Non-State Employee

To verify and ensure the change of the end date to 4/24/2008 is entered correctly, select the infotype and press <overview> .



Infotype Edit Goto Extras System Help

List Board & Commission Member Tracking

Personnel No 2677 Name Stan Sp... Status PT08

EE group 1 Regular State Empl. Personnel ar PT08 Central C

EE subgroup UB Board or Comm Me... SSN 999-82-1486

Choose 01/01/1800 To 12/31/9999 STy.

Start Date	End Date	Assi	ObjectID	Valuation basis	Crcy	M
03/08/2009	04/24/2009	0055	22113062	100.00	USD	N